

California National Guard Volunteer Agreement		
Privacy Act Statement		
AUTHORITY:	Section 1588 of Title 10, U.S. Code, and E.O. 9397.	
PRINCIPAL PURPOSE(S):	To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of Voluntary service.	
ROUTINE USE(S):	None.	
DISCLOSURE:	Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.	
Volunteer Information		
Name:	Home Address:	
Email Address:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Phone Numbers: Home: Mobile:	Date of Birth (MMDDYY)	
Service Members Name:	Service Members Unit:	
Volunteer Position		
<input type="checkbox"/> FRG Lead Volunteer <input type="checkbox"/> FRG Co-Lead Volunteer <input type="checkbox"/> Battalion Volunteer <input type="checkbox"/> Volunteer-at-Large <input type="checkbox"/> Newsletter Volunteer <input type="checkbox"/> Activities Volunteer <input type="checkbox"/> Treasurer <input type="checkbox"/> Social Media Volunteer <input type="checkbox"/> Communication Tree Volunteer <input type="checkbox"/> Key Caller <input type="checkbox"/> Sponsorship & Outreach Volunteer		
Volunteer Agreement		
I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing. These efforts include, but are not limited to, the elements of the attached position description.		
Unit/Battalion:		
Period of Agreement: (typically 2 Yrs) From: (MO/YR) To: (MO/YR)		
Signature of Volunteer:		Date Signed:
Commander Name: (Typed)	Commander Signature:	Date Signed:

June 2016

FAMILY READINESS GROUP (FRG) LEAD VOLUNTEER POSITION DESCRIPTION

Responsible To: Unit Commander

Purpose: Support the Commander's family readiness goals and intent

Position Description:

- Organize and lead unit level Family Readiness Program
- Advise Unit Commander on FRG matters
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Mentor Unit's FRG volunteers
- Identify needs of families and makes referrals to Family Assistance Centers
- Attend meetings, trainings, events as requested by Commander
- Act as spokesperson for family members' concerns and ideas to the Unit Commander
- Establish and maintain unit FRG binder based on guidance provided by MACOM FRSA
- Disseminate information about activities, events and any other topic pertinent to Service Members/Families
- Recruit new volunteers
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Provide guidance and support to Unit FRG members and volunteers
- Other duties as requested by unit commander

Privacy, Confidentiality & Ethics Expectations:

- Volunteers will have access to personal information and issues. By signing the CAARNG Volunteer Agreement you are agreeing to the following:
 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approximately 5-10 hours a week, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Ability to mentor, guide, and support subordinate unit FRG members and committee volunteers
- Willingness to work as a team to build the unit family readiness program
- Willingness to work with other volunteers and MACOM FRSA on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops
- Online Courses:
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) VOLUNTEER CO-LEAD VOLUNTEER POSITION DESCRIPTION

Responsible To: Unit Commander

Purpose: Assist FRG Lead Volunteer in the support of the Commander's family readiness goals and intent

Position Description:

- Work closely with the FRG Lead Volunteer
- Advise Unit Commander on FRG matters
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Mentor Unit's FRG volunteers
- Identify needs of families and makes referrals to Family Assistance Centers
- Attend meetings, trainings, events as requested by Commander
- Act as spokesperson for family members' concerns and ideas to the Unit Commander
- Establish and maintain unit FRG binder based on guidance provided by MACOM FRSA
- Disseminate information about activities, events and any other topic pertinent to Service Members and Families
- Recruit new volunteers
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Provide guidance and support to Unit FRG members and volunteers
- Other duties as requested by unit commander

Privacy, Confidentiality & Ethics Expectations:

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 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approximately 5-10 hours a week, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Ability to mentor, guide, and support subordinate unit FRG members and committee volunteers
- Willingness to work as a team to build the unit family readiness program
- Willingness to work with other volunteers and MACOM FRSA on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops
- Online Courses:
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

BATTALION FAMILY READINESS GROUP (FRG) VOLUNTEER

POSITION DESCRIPTION

Responsible To: Battalion Commander

Purpose: Support the Battalion Commander's family readiness goals and intent

Position Description:

- Organize and lead Battalion level Family Readiness Program
- Advise Battalion Commander on FRG matters
- Work closely with Battalion Military Point of Contact (MPOC) on FRG matters
- Mentor Unit's FRG volunteers
- Identify needs of families and make referrals to Family Assistance Centers
- Attend meetings, trainings, events as requested by Commander
- Spokesperson for family members' and unit FRG volunteers' concerns and ideas to Battalion Commander
- Establish and maintain Battalion FRG binder based on guidance provided by MACOM FRSA
- Disseminate information about activities, events and any other topic pertinent to Service Members and their Families
- Recruit new volunteers
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Provides guidance and support to Unit FRG members and volunteers
- Other duties as requested by unit commander

Privacy, Confidentiality & Ethics Expectations:

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 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approximately 5-10 hours a week, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, Battalion and unit structure, and procedures
- Ability to mentor, guide, and support subordinate unit FRG members and committee volunteers
- Willingness to work as a team to build the unit family readiness program
- Willingness to work with other volunteers and MACOM FRSA on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops
- Online Courses:
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) NEWSLETTER VOLUNTEER

POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Organize, coordinate and produce FRG newsletter or contribute to FRG page in Unit / Battalion newsletter

Position Description:

- Support the Commander's family readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Gather and organize information, prepare, publish and distribute FRG Newsletter to the Unit / Battalion and families
- Work closely with FRG Lead Volunteer and other committee volunteers to publicize events, activities and resources to unit families and Soldiers
- Assist with unit-level FRG recruiting efforts and recruit new committee volunteers
- Disseminate information on activities from the Battalion level and above
- Provide advance copy to Commander and FRG Lead Volunteer to review prior to printing
- Attend meetings, events, and trainings as requested
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations:

- Volunteers will have access to personal information and issues. By signing the CAARNG Volunteer Agreement you are agreeing to the following:
 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approximately 5-10 hours a week, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Ability to mentor, guide, and support subordinate unit FRG members and committee volunteers
- Willingness to work as a team to build the unit family readiness program
- Willingness to work with other volunteers and MACOM FRSA on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops
- Online Courses:
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) ACTIVITIES VOLUNTEER

POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Develop and coordinate activities for Family Readiness Program

Position Description:

- Support the Commander's family readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Solicit activity ideas from other FRG members/families/Soldiers
- Coordinate with FRG leadership and Commander on dates, times and locations
- Motivate and assist other volunteers to make the activity a success
- Coordinate with Newsletter Volunteer/Communication Tree Volunteer to publicize event
- Coordinate with Treasurer on activity budget
- Assist with lead FRG volunteer recruiting efforts to recruit new volunteers
- Attend meetings, events, and trainings as requested by Commander and lead FRG volunteer
- Track volunteer hours worked on www.jointservicessupport.org or and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations:

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 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1-10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Ability to motivate FRG members for successful events
- Creativity and 'out of the box' thinking
- Willingness to work as a team to build the unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) TREASURER VOLUNTEER

POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Serve as fund custodian for unit/BN level Family Readiness Program

Position Description:

- Support the Commander's family readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Work closely with MACOM FRSA on all FRG Informal Fund guidance
- Advisor to FRG Lead Volunteer and Commander on all FRG budget matters
- Set up FRG bank account if one is not yet in place
- Keep accurate records of all FRG informal fund income, expenditures and funds on hand following policies listed in AR 608-1, Appendix J
- Prepare monthly and annual reports for Commander
- Attend meetings, events, and trainings as requested
- Assist with unit-level FRG recruiting efforts and recruit new volunteers
- Track volunteer hours worked on www.jointservicesupport.org and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations

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 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1 - 10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Basic knowledge of accounting desired
- Knowledge of banking procedures
- Good math skills
- Well organized
- Willingness to work as a team to build the unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Joint Services Support - www.jointservicesupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) COMMUNICATION TREE VOLUNTEER POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Provide FRG communication to all unit families

Position Description:

- Support the Commander's Family Readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Prepare the unit communication tree from Family Contact Sheets
- Recruit Key Callers and ensure they are trained
 - Number of Key Callers needed is determined by unit size and mission
- Assign Key Callers to family groups (by platoon, area code, mission, etc.)
- Coordinate regularly with FRG Lead Volunteer and updates communication tree with new families
- Supervise yearly testing of the family readiness group communication tree
- Pass important information to Key Callers for dissemination to families
- Report any significant incidents to FRG Lead Volunteer or Commander
- Review Key Caller phone logs, reports, and volunteer time logs
- Prepare reports and submits to FRG Lead Volunteer
 - Quarterly when unit is home, or as requested by Commander
 - Monthly during deployment, or as requested by Rear Detachment Commander
- Keep an accurate log of calls received, made, and their results
- Attend meetings, events, and trainings as requested
- Assist with lead FRG volunteer recruiting efforts and recruit new volunteers
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations

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 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1-10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Good communication skills
- Ability to mentor, guide, and support Key Callers
- Willingness to work with Lead Volunteer on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Communication Tree/Key Caller Training
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.mymilitaryonesource.com>

FAMILY READINESS GROUP (FRG) KEY CALLER POSITION DESCRIPTION

Responsible To: Unit Commander, FRG Lead Volunteer and Communication Tree Volunteer

Purpose: Provide FRG communication to all unit families

Position Description:

- Support the Commander's family readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Disseminate info from FRG Lead Volunteer to unit families (phone, email, mail)
- Report any significant incidents to Communication Tree Volunteer immediately
- Update Communication Tree Volunteer on any issues, changes in info from communication with unit families
- Maintain confidentiality and discourage rumors and gossip
- Keep an accurate log of calls received, made, and their results
- Prepare reports and submits to Communication Tree Volunteer
 - Quarterly when unit is home - or as requested by Commander
 - Monthly during deployment - or as requested by Rear Detachment Commander
- Participate in yearly testing of the family readiness group communication tree
- Attend meetings, events, and trainings as requested
- Assist with Lead FRG volunteer recruiting efforts and recruit new volunteers
- Track Volunteer hours works on www.jointservicessupport.org and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations

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 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1-10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Good communication skills
- Ability to mentor, guide, and support Key Callers
- Willingness to work with Lead Volunteer on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Communication Tree/Key Caller Training
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) SPONSORSHIP & OUTREACH VOLUNTEER POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Welcome all new families to unit/motivate others to join the FRG

Position Description:

- Support the Commander's family readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Develop FRG welcome packet to give to new unit families/Soldiers
- Coordinate with local Family Assistance Specialist (FAS) for updated resource material for welcome packets
- Coordinate with Activity Volunteer to hold 2 FRG events a year that are geared to welcoming new families and outreaching/recruiting new FRG volunteers
- Coordinate with the Newsletter and Communication Tree Volunteers to publish events
- Coordinate with Treasurer on budget for events
- Coordinate with Newsletter Volunteer to have an updated new family/new FRG member section
- Attend meetings, events, and trainings as requested
- Assist with Lead FRG volunteer recruiting efforts and recruit new volunteers
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations

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 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1-10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Good communication skills
- Ability to mentor, guide, and support Key Callers
- Willingness to work with Lead Volunteer on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Communication Tree/Key Caller Training
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) SOCIAL MEDIA VOLUNTEER POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Provide, monitor and resource social media sites for all unit families and Service Member

Position Description:

- Support the Commander's family readiness goals and intent
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Responsible for setting up social media sites as requested by Unit Commander
 - Facebook
 - vFRG - <https://www.armyfrg.org>
- Follow Standard Operating Procedure (SOP) for social media
- Monitor sites as need for OPSEC, inappropriate comments and behaviors
- Research and post new/updated resources for unit families and Service Members
- Coordinate with Newsletter Volunteer to post FRG newsletters
- Attend meetings, events, and trainings as requested
- Assist with Lead FRG volunteer recruiting efforts and recruit new volunteers
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Other duties as requested by Commander

Privacy, Confidentiality & Ethics Expectations

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 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1-10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Good communication skills
- Ability to mentor, guide, and support Key Callers
- Willingness to work with Lead Volunteer on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Communication Tree/Key Caller Training
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>

FAMILY READINESS GROUP (FRG) VOLUNTEER AT LARGE POSITION DESCRIPTION

Responsible To: Unit Commander and FRG Lead Volunteer

Purpose: Assist in unit level Family Readiness Program

Position Description:

- Support the Commander's family readiness goals and intent
- Assist Lead FRG Volunteer or any other volunteer as needed
- Provide assistance with unit-level FRG recruiting efforts and recruit new committee volunteers
- Work closely with Military Point of Contact (MPOC) on FRG matters
- Attend meetings, events, and trainings as requested
- Track volunteer hours worked on www.jointservicessupport.org and report to MACOM FRSA monthly
- Other duties as requested by Unit Commander

Privacy, Confidentiality & Ethics Expectations

- Volunteers will have access to personal information and issues. By signing the CAARNG Volunteer Agreement you are agreeing to the following:
 - Be aware and agree to the need for confidentiality of all individual names, addresses, telephone numbers, cases, etc., who come to the organization for any reason
 - Protect all personally identifiable information (PII) at all times
 - Be professional in your volunteer position
 - Be aware of your dress, language, attitude, and willingness to fulfill the position you have agreed to do
 - Remember you are ALWAYS a reflection of your Commander
- Acknowledge and agree that disclosure of confidential information obtained by you in the course of your volunteer status, will be grounds for termination

Commitment:

- Varies, approx. 1-10 hours a month, depending on unit deployment status and other scheduled activities
- 2 year commitment, unless otherwise stated

Qualifications & Special Skills:

- Knowledge of family readiness programs, unit structure, and procedures
- Good communication skills
- Ability to mentor, guide, and support Key Callers
- Willingness to work with Lead Volunteer on building unit family readiness program

Performance Evaluations:

- Volunteers will receive a written performance evaluation on an annual basis.
- Providing feedback can potentially maximize the benefits of performance, help volunteers remain motivated to serve the organization, increase communication, and provides an opportunity for constructive feedback and clear expectations.

Recommended Training:

- Classroom Courses:
 - Family Readiness Course
 - Volunteer Workshops or other follow on courses
- Online Courses:
 - Communication Tree/Key Caller Training
 - Joint Services Support - www.jointservicessupport.org
 - National Guard 101
 - AFTB Levels I-III - <https://www.myarmyonesource.com>